

**SAN DIEGO STATE UNIVERSITY
SINGLE SUBJECT PRELIMINARY CREDENTIAL PROGRAM
INFORMATION BROCHURE**

Are you interested in teaching middle, junior high, or high school? The Single Subject Credential authorizes teaching service in grades K-12 in specific subject areas, but is most commonly used in middle school, junior high, and high school. For further information, please contact the College of Education Office of Student Services or the School of Teacher Education (see contact information below.)

ADVISING

GROUP ADVISING SESSIONS:

We strongly recommend that you attend a group advising session. These group sessions provide an overview of California's teaching credential requirements and SDSU's teacher preparation program. Be sure to bring this information brochure with you to the group advising session. Reservations are not required.

**Current group advising session information is
posted on our web site at:**
<http://edweb.sdsu.edu/STE/teachprospective.htm>
or call
(619) 594-6320 or (619) 594-6131.

INDIVIDUAL ADVISING:

Credential Program Advisor:
Bonnie Telfer

Phone: (619) 594-3295; Office EBA 259
Email: btelfer@mail.sdsu.edu

- Walk-in advising hours:
No appointment is necessary.
Monday-Thursday 2:00-4:00 p.m.

**CURRENT APPLICATION FILING PERIODS AND
DEADLINES MAY BE FOUND ON OUR WEB SITE AT:**

<http://edweb.sdsu.edu/STE/teachprospective.htm>

Applicants are encouraged to submit complete applications early in the application period to facilitate the faculty review process, but applications may be submitted at any time during the application period. Please review the information in this packet carefully. Incomplete applications will not be reviewed by the Single Subject Admissions & Retention Committee. Departmental applications will continue to be accepted after the deadline on a space available basis. **Completion of stipulated requirements is the minimum criterion and does not ensure admission. Factors such as professional judgment of the Admissions and Retention Committee, date by which admission requirements are fully met, and space availability may determine admission and cohort choice.**

SCHOOL OF TEACHER EDUCATION:

Mailing Address:

San Diego State University
School of Teacher Education
5500 Campanile Drive
San Diego, California 92182-1153

Office: Education & Business Administration (EBA),
Room 255

Phone: (619) 594-6131

Fax: (619) 594-7828

Email: admste@mail.sdsu.edu

Website: <http://edweb.sdsu.edu/STE/>

Walk-in Hours:

Mon-Thur 10:00 AM - 4:30 p.m.

Fri 12:00 - 4:30 p.m.

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| PROGRAM DESCRIPTION |
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The Single Subject Preliminary Credential Program is offered in "block" format either on a full-time basis over two semesters or on a part-time (three to four-semester) basis. Full-time student teaching is required of all candidates according to state law. Approximately 50% of the total program is devoted to student teaching. Students may be required to remain with their placement for the public school semester, which can be three to four weeks longer than the university term.

The part-time courses are offered in the late afternoon and early evening. Student teaching assignments require a day-time commitment and will be scheduled according to individual need in consultation with the program coordinator, Bonnie Telfer, (619) 594-3295, email: btelfer@mail.sdsu.edu.

Our programs combine coursework and student teaching to link theory and practice. The curriculum emphasizes the preparation of reflective practitioners to meet the needs of culturally and linguistically diverse children. Each student completes student teaching in two different grade levels; one assignment is at the middle school level (in grades 7/8) and another is at the high school level (in grades 9-12).

All students enrolled in the Single Subject Teacher Preparation Program will take the following courses. The scheduling and sequence of the courses vary with individual block offerings.

SINGLE SUBJECT REQUIRED COURSES

| <u>Course Number</u> | <u>Title</u> | <u>Units</u> |
|----------------------|--|--------------|
| TE 922 | Behavioral and Psychological Aspects of Teaching | 3 |
| TE 903 | Secondary School Student Teaching Seminar | 2 |
| TE 903 | Secondary School Student Teaching Methods | 1-2 |
| TE 914 | Teaching and Learning in the Content Area: Major | 3 |
| TE 933 | Teaching Reading in the Secondary School | 3 |
| TE 954 | Humanistic and Social Aspects of Teaching | 3 |
| TE 963 | Secondary School Student Teaching I | 4 |
| TE 964 | Secondary School Student Teaching II | 8-12 |
| EDTEC 470 | Technologies for Teaching | 3 |
| PLC 915B | Teaching in the Content Areas: ELD/SDAIE | 3 |
| TE 496/ED 970 | PACT Assessment Course | 3 |
| | Total | <u>36-41</u> |

Credential candidates must maintain a 3.0 cumulative grade point average in all professional education coursework attempted in order to continue enrollment in the credential program and to be recommended for the credential. A minimum grade of Credit, "C" or better is required in each individual class. Please refer to the *Bulletin of the Graduate Division* and the *Credential Program Handbook* for details on policies and requirements for students. Students who do not meet these standards will not be allowed to progress until deficiencies have been remediated or may be counseled out of the program.

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| CHECKLIST OF REQUIREMENTS FOR APPLYING TO THE SINGLE SUBJECT CREDENTIAL PROGRAM AT SDSU |
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The following is a checklist to follow when applying to our credential program. The page number after each item refers to where you can find more information about completing this item in this brochure. **Bolded items must be submitted with your departmental application.** Starred (*) items must be submitted prior to admission and block placement.

Apply to SDSU for Graduate Admission:

- _____ Apply to SDSU as a graduate student through www.csumentor.edu (page 4)
- _____ Transcripts (page 5)
- _____ Transcript with a Bachelor's degree posted (page 5)
- _____ Overall GPA of 2.67 or GPA of 2.75 in the last 60 semester/90 quarter units (page 5)

Apply to the department for the credential program:

- _____ Complete pre-requisite courses: ED 451 ____, HHS 280 or TE 296 ____, SPED 450 or CFD 590 _____ (page 6)
- _____ CBEST or ELM and EPT exams * (page 7)
- _____ CSET exam or waiver* (page 7-10)
- _____ Certificate of Clearance or Emergency Teaching Permit * (page 11)
- _____ **Early Field Experience Guide** - must be completed when submitting your application (page 11)
- _____ **Documentation for Student Teaching Assignment - 4 copies** (page 11-12)
- _____ **Two Letters of Recommendation** (page 12)
- _____ **GPA petition if GPA falls below the GPA standard** (page 12)
- _____ **Copy of negative TB test** (page 12)
- _____ **Completed departmental application packet** (page 13)
- _____ **Departmental application fee of \$25** (page 13)

Program EXIT requirements:

- _____ U.S. Constitution (page 14)
- _____ CPR for adult/child/infant (page 14)
- _____ Completion of PACT Assessment Teaching Event (page 14)

**APPLICATION PROCEDURES:
SDSU GRADUATE APPLICATION**

APPLYING TO SDSU SCHOOL OF TEACHER EDUCATION IS A TWO-STEP PROCESS:

- Step 1: Apply to SDSU for graduate admission
Step 2: Apply to the Department

Step 1: Graduate/Post-baccalaureate Application: For admission to SDSU, a CSU Graduate/Post-baccalaureate Application and appropriate fee must be submitted to the university. This application may be completed online at www.csumentor.edu SDSU undergraduate students who will be graduating with their bachelor's degree must re-apply to the university for Graduate/Post-baccalaureate standing. **You MUST submit the university application prior to submitting the Single Subject Teacher Credential program (departmental) application. Departmental applications cannot be processed unless this university application has been completed first.** There is a \$55 application-processing fee for the university application.

Please enter the following responses on the CSU Graduate/Post-baccalaureate Application:

| | |
|--------------------------------|--|
| Major/Program Objective | Credential Only |
| Degree Objective | Other (specify) when the prompt box comes up specify "Credential" |
| Education Credential Objective | Applying to a credential program this term -or- Planning to apply to credential program at a later time (Prerequisite Courses Only) |
| Credential Objective Name | Teaching: Single Subject (Code 100) |

When you fill out part B of your application to the university, please begin with your Statement of Purpose response with any of the following statements that apply to you (for item #20 – Statement of Purpose).

- I am applying to SDSU in order to participate in a credential program.
- I am applying to SDSU in order to take prerequisite courses for the credential program.

Applicants for Prerequisites Only:

If applying for prerequisite courses only, one complete set of official transcripts from **every** college and university attended other than SDSU must be provided as part of the SDSU Graduate/Post-baccalaureate Application. If accepted into the university, you will have a maximum of two semesters as a conditionally classified graduate to complete all prerequisite courses. If you are accepted and do not attend, then you will have to re-apply for admission for any future semesters. Admission for prerequisites is not a guarantee for future departmental admission.

Send transcripts to: Enrollment Services
 Graduate Admissions Document Processing Unit
 San Diego State University
 San Diego, CA 92182-7416

Transcripts:

- **You must submit one official transcript from each school you have attended, regardless of how many classes were taken at the institution.**
- This includes community colleges and study abroad programs.
- SDSU graduates do **NOT** need to provide an official transcript for courses taken at SDSU.
- Check your Web Portal account to see which transcripts the university is still requiring

Previous SDSU students:

If you have been an SDSU student previously and applied prior to 2007 then you are required to submit your transcripts to SDSU again. SDSU started scanning and storing transcripts in 2007. Anyone admitted prior to 2007 needs to resubmit transcripts. If you have applied since 2007 but did not attend then you may also need to submit transcripts because SDSU only keeps transcripts on file for 1 year if you do not attend. Please check your Web Portal account if you are unsure of which transcripts are needed.

Completion of a Bachelor's Degree Program:

- All candidates must have completed or be in the process of completing a bachelor's degree program. Proof of your bachelor's degree is required by an official transcript showing the date of its posting.
- If you are currently completing your bachelor's at the time of application, you will be required to provide an additional transcript, to our office, after your degree has posted.
- If you are completing your bachelor's at SDSU, this information is available to us through Web Portal.

Grade Point Average:

Credential Program Candidates must have a grade point average of at least 2.67 overall based on all baccalaureate and post-baccalaureate coursework, or a grade point average of at least 2.75 in the last 60 semester or 90 quarter units attempted for admission to the credential program and San Diego State University. Please consult our Single Subject Advisor if you do not meet this GPA standard.

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| APPLICATION PROCEDURES: DEPARTMENTAL APPLICATION REQUIREMENTS |
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Step 2: Application for Admission to the Single Subject Program (departmental application):

1. **Prerequisite Courses:** The following courses must be completed within the last **seven years**, with a grade of Credit, “C” or better prior to entering the program. These courses cannot be taken concurrently with the program, but may be in progress at the time of application or taken in the summer prior to fall admission to the program. Proof of enrollment is required to be considered for admission. Individuals who are not current SDSU students may apply to SDSU using the **graduate** application (at www.csumentor.edu) to take prerequisites only or may enroll in these courses through Open University with the [College of Extended Studies](#).

- ED 451, “Introduction to Multicultural Education” (3 units)
- Health: TE 296 or HHS 280 (formerly HHS 296), “Health Education for Teachers” (1 unit)
- SPED 450, “Classroom Adaptations for Special Populations” (2 units) or SPED 500, “Human Exceptionality” (3 units) or CFD 590 (4 units)

Coursework Equivalents at Local Colleges

| COLLEGE/UNIVERSITY | ED 451 | HHS 280 or TE 296 | SPED 450/500 |
|---|---------------------------------------|--------------------------|--------------------------|
| CSU San Marcos | EDUC 364 | EDUC 571 | EDUC 501 |
| Chapman University | EDUU 570 | EDUC 431 | Not applicable |
| Cuyamaca & Grossmont College | Not applicable | HED 105 or 120 | Not applicable |
| Mira Costa College | Not applicable | HEAL 101 | Not applicable |
| Mt San Jacinto College | Not applicable | HS 121 | Not applicable |
| National University | TED 605 | HED 502 or 1602 | EXC 625 |
| Palomar College | Not applicable | HE 100 or CHDV 120 | Not applicable |
| San Diego Christian College (formerly Christian Heritage) | Not applicable | BIO 300 | ED 431 |
| San Diego Community Colleges (City/Mesa/Miramar) | Not applicable | HEAL 101 or 190 | Not applicable |
| Southwestern College | Not applicable | HLTH 101 | Not applicable |
| UCSD | TEP 117 or SOC/B 117 or EDS 117 | Not applicable | Not applicable |
| UCSD Extension | EDUC 30021 or EDUC 3V217 (on-line) | EDUC 30057 or EDUC 3V057 | EDUC 30146 or EDUC 3V146 |
| USD | ED 381C | HEAL 160 | EDSP 389 |
| USD Extension (www.onlinelearning.net) | Formerly EDU 558Z (no longer offered) | ED 569I | ED 569H |

Please contact the School of Teacher Education for approved course equivalents at institutions not listed above. For any courses not recognized as equivalents by the School of Teacher Education, a “[Request for Adjustment of Credential Requirement](#)” form must be submitted with supporting materials (i.e. course syllabus, copy of transcript) for department review.

2. **CBEST Exam:** The California Education Code specifies that candidates for a credential to serve in the public schools of California must verify basic skills proficiency in one of two ways:

- 1) Passing the California Basic Educational Skills Test (CBEST);
 - CBEST test guides and online registration are available at www.cbest.nesinc.com
 - Please plan to take the exam early in the application process.
 - To pass the CBEST, you must pass all three sections (Reading, Mathematics, and Writing)
 - **Must submit a copy of passing scores on all three sections of the CBEST test BEFORE your application can be reviewed for admittance to the teacher credential program**
 - Submit a copy of the official score sheet that you receive in the mail to our office
 - Computer versions of the exam will be offered for a one week period each month. Taking the exam this way is more costly (\$105 versus \$41 for paper exam), but you are able to take the exam more frequently. For more info visit: <http://new.cesdtraining.com/pearson-vue/pearson-vue.html> or <http://www.vue.com/>
 - If you have any questions regarding CBEST registration, service fees, administration procedures, admission tickets, or score reports, contact: CBEST Program – National Evaluation Systems, Inc. (916) 928-4001 www.cbest.nesinc.com

- 2) Successful completion of both ELM and EPT exams. For more information on this option, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf> and review option #3

3. **Subject Matter Competency:** Single subject credential program candidates can meet subject matter competency in one of two ways:

- 1) complete a subject matter program or its equivalent at a California college or university.
 - Only programs that have been evaluated and approved by the California Commission on Teacher Credentialing (CCTC) fulfill this requirement.
 - A list of approved teaching majors for Single Subject Credentials may be found in the SDSU General Catalog under "Teacher Education". Coursework for the approved teaching major may differ from similar academic major requirements for the bachelor's degree.
 - Please review the requirements in the General Catalog before meeting with the designated advisor for an evaluation. Reviews should be conducted well in advance of the application for program admission in the event that additional coursework is required.
 - Faculty advisors are available during the academic year (fall/spring), but generally are not on campus during the summer session. Please refer to the list of advisors on the next page of this brochure.
 - You must submit an Advisors Recommendation form (waiver) signed by the designated credential advisor for the academic teaching major on this campus or another California institution that has an approved subject matter program.

- 2) pass the CSET exams in the subject area in which you want to teach. Information on which tests are required in lieu of coursework for subject matter competency is provided on the following pages.
 - Registration materials for the examinations are available online at www.cset.nesinc.com
 - Please plan to take the exam early in the application process.
 - With restrictions, individuals who have taken all subtests and not passed a portion of them **may** be eligible for the part-time program. However, all subtests **must** have been taken and copies of all test scores must be submitted in order to be eligible.
 - **All CSET subtests must be passed prior to student teaching (full-time blocks start student teaching in their 1st semester, while Part Time students start in their 2nd semester.) To be eligible for a full-time block you must provide passing scores on all subtests of the subject matter exams.**

- **Must submit a copy of passing scores on CSET test BEFORE your application can be reviewed for admittance to the teacher credential program**
- **YOU MUST SUBMIT A COPY OF YOUR TEST RESULTS. WE CANNOT USE THE INFORMATION FORWARDED FROM THE TESTING AGENCY.**
- CSET exam scores are considered valid for five years. Teacher certification must be recommended within that time period in order for the scores to be posted permanently.
- If you have any questions regarding CSET registration, service fees, test locations, administration procedures, admission tickets, or score reports, contact : CSET Assessment for Teaching – National Evaluation Systems, Inc. (916) 928-4003 www.cset.nesinc.com

Single Subject Credential Advisors

These advisors will evaluate the subject matter proficiency of students who either have graduated from SDSU or who are formally matriculated at San Diego State University (*Open University enrollment through the College of Extended Studies does not constitute formal matriculation*). **SDSU does not provide evaluation services to individuals who have graduated from other universities and who are entering credential programs at institutions other than San Diego State.** The university does not provide “four-fifths (4/5) evaluations” for SDSU students or students at other universities. Please note that many of the Single Subject teaching majors are in transition to meet new standards established by the California Commission on Teacher Credentialing. The designated advisor will be able to provide details.

| <u>SUBJECT</u> | <u>ADVISOR</u> | <u>OFFICE</u> | <u>PHONE</u> | <u>E-MAIL ADDRESS</u> | |
|---|---|---|---------------------------------------|--|--|
| Art Students who have declared this major prior to July 1, 2006, and have taken any of the courses Art 100, 101, 102, 103, 258, and 259 may follow this program providing it is completed by September 1, 2010. All other students may choose to complete this program of study, but must also take and pass the CSET examination. | David Hewitt | ART 501-B | 619-594-5490 | dhewitt@mail.sdsu.edu | |
| English | Contact the Department of English and Comparative Literature at 619-594-5443 to schedule an appointment | | | | |
| Mathematics | Paul Brock | GMCS 510 | 619-594-6835 | pwbrock@sciences.sdsu.edu | |
| Music | Charles Friedrichs Nan McDonald | M 114C M 224 | 619-594-1603 619-594-5840 | cjfried@mail.sdsu.edu nmcdonal@mail.sdsu.edu | |
| Physical Education | Jan Harris | ENS 351 | 619-594-7753 | jcharris@mail.sdsu.edu | |
| Science | Biology Chemistry Geosciences Physics | Kathy Williams Phoebe Roeder Phoebe Roeder Phoebe Roeder | PS 151A AD 103 AD 103 AD 103 | 619-594-4358 619-594-4812 619-594-4812 619-594-4812 | kwilliams@sunstroke.sdsu.edu proeder@mail.sdsu.edu proeder@mail.sdsu.edu proeder@mail.sdsu.edu |
| Social Science The social science major in preparation for the single subject teaching credential has been submitted to the California Commission on Teacher Credentialing for approval. If the major is not approved by the deadline of July 1, 2009, students who have declared this major and have taken any of the courses listed below may follow this program provided it is completed by July 1, 2009. All other students may choose to complete this program of study, but then must also take and pass the CSET examination. | Carole Putko | AL 580 | 619-594-5304 | socsciad@sdsu.edu | |
| Spanish No new students will be accepted effective July 1, 2006. Students declared in this major prior to July 1, 2006, will have until June 2010 to complete the major to qualify for the subject matter waiver of the CSET examination. All other students may choose to complete this program of study, but must also take and pass the CSET examination. | Esther Aguilar | AL 165 | 619-594-5001 | laguilar@mail.sdsu.edu | |

Single Subject Examinations Authorized by The California Commission on Teacher Credentialing

The California Commission on Teacher Credentialing currently authorizes the use of the following examinations for demonstration of subject matter competency for Single Subject Teaching Credentials. The examination requirements are periodically reviewed and revised. Please check your registration bulletins to assure that you are scheduling the appropriate examinations. Subject Matter Competency Test scores are considered valid for five years. Teacher certification must be recommended within that time period in order for the scores to be posted permanently. If you do not obtain a recommendation for your teaching credential within five years, you must retake the appropriate subject matter competency test. **You must provide scores for all subtests of the subject matter exams before your application can be reviewed for admittance to the teacher credential program. All CSET subtests must be passed prior to student teaching. YOU MUST SUBMIT A COPY OF YOUR TEST RESULTS. WE CANNOT USE THE INFORMATION FORWARDED FROM THE TESTING AGENCY.**

| SINGLE SUBJECT TEACHING CREDENTIAL AREA | TEST | TEST NAME / TEST CODE |
|--|------|---|
| <u>Art</u> (2 subtests required) | CSET | Artistic Perception; Historical & Cultural Context of the Visual Arts; Aesthetic Valuing (140) Creative Expression; Connections, Relationships, and Applications; History & Theories of Learning in Art (141) |
| <u>Business</u> (3 subtests required) | CSET | Business Management Marketing (175) Accounting and Finance, Economics (176) Information Technology, Business Environment Communication (177) |
| <u>English</u> (4 subtests required) | CSET | Literature & Textual Analysis; Composition & Rhetoric (105) Language, Linguistics & Literacy (106) Composition & Rhetoric; Literature & Textual Analysis (107) Communications: Speech, Media, & Creative Performance (108) |
| <u>French</u> (3 subtests required) | CSET | General Linguistics; Linguistics of French (148) Literary & Cultural Texts & Traditions; Cultural Analysis & Comparisons (149) Language & Communication: Listening Comprehension; Language & Communication: Reading Comprehension; Language & Communication: Written Expression; Language & Communication: Oral Expression (150) |
| <u>German</u> (3 subtests required) | CSET | General Linguistics; Linguistics of German (151) Literary & Cultural Texts & Traditions; Cultural Analysis & Comparisons (152) Language & Communication: Listening Comprehension; Language & Communication: Reading Comprehension; Language & Communication: Written Expression; Language & Communication: Oral Expression (153) |
| <u>Mathematics</u> (3 subtests required) | CSET | Algebra; Number Theory (110) Geometry; Probability & Statistics (111) Calculus; History of Mathematics (112) |
| <u>Mathematics: Foundational Level</u> (2 subtests required) | CSET | Algebra; Number Theory (110) Geometry; Probability & Statistics (111) |

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|---|------|--|
| <u>Music</u> (3 subtests required) | CSET | Artistic Perception; Historical & Cultural Foundations; Aesthetic Valuing (136) Creative Expression; Connections, Relationships & Applications (137) Music Methodology & Repertoire (138) |
| <u>Physical Education</u> (3 subtests required) | CSET | Growth, Motor Development & Motor Learning; The Science of Human Movement (129) The Sociology & Psychology of Human Movement; Movement Concepts & Forms; Assessment & Evaluation Principles (130) Professional Foundations, Integration & Concepts (131) |
| <u>Science: Biological Sciences</u> (3 subtests required) | CSET | General Science (118) General Science (119) Biology/Life Science (120) |
| <u>Science: Biological Sciences</u> (Specialized) 2 subtests required | CSET | Biology/Life Science (120) Biology/Life Science (Specialized) (124) |
| <u>Science: Chemistry</u> (3 subtests required) | CSET | General Science (118) General Science (119) Chemistry (121) |
| <u>Science: Chemistry</u> (Specialized) (2 subtests required) | CSET | Chemistry (121) Chemistry (Specialized) (125) |
| <u>Science: Geoscience</u> (3 subtests required) | CSET | General Science (118) General Science (119) Earth & Planetary Science (122) |
| <u>Science: Geoscience</u> (Specialized) (2 subtests required) | CSET | Earth & Planetary Science (122) Earth & Planetary Science (Specialized) (126) |
| <u>Science: Physics</u> (3 subtests required) | CSET | General Science (118) General Science (119) Physics (123) |
| <u>Science: Physics</u> (Specialized) (2 subtests required) | CSET | Physics (123) Physics (Specialized) (127) |
| <u>Social Science</u> (3 subtests required) | CSET | World History; World Geography (114) U.S. History; U.S. Geography (115) Civics; Economics; California History (116) |
| <u>Spanish</u> (3 subtests required) | CSET | General Linguistics; Linguistics of Spanish (145) Literary & Cultural Texts & Traditions; Cultural Analysis & Comparisons (146) Language & Communication: Listening Comprehension; Language & Communication: Reading Comprehension; Language & Communication: Written Expression; Language & Communication: Oral Expression (147) |

4. **Early Field Experience:** All candidates must successfully complete a minimum of 30 hours of volunteer or paid observation and participation in a “regular” classroom in a public middle or high school within the past four years. The purpose is to get you into a classroom to see what a “day in the life of a teacher” is really about.

- **This requirement must be COMPLETE and may NOT be in progress when you submit your departmental application**
- This experience must be documented using our “Early Field Experience (EFE) Guide” and submitted with the application to the credential program.
- The Early Field Experience Guide is available for download on the School of Teacher Education website (see page 1).

5. **Certificate of Clearance or Emergency Teaching Permit:** Candidates must verify their personal and professional fitness for service in public schools through a state and federal review. This clearance is granted through the California Commission on Teacher Credentialing (see below for contact information). Candidates must submit **ONE** of the following prior to acceptance into the Teacher Credential Program:

- 1) Confirmation of Certificate of Clearance issued by the California Commission on Teacher Credentialing, which must be valid throughout the program and at the time you apply for your credential.
 - To apply for your Certificate of Clearance, please stop by EBA 255 or EBA 259 to pick up a dual LiveScan form and directions for applying for the Certificate of Clearance. If you are out of town, you can call or email our office and request that we mail the form to you (see page 1 for contact info).
 - Carefully follow all instructions for obtaining your Certificate of Clearance, as you will not be admitted without this.
 - This clearance is valid for five years from the date of issuance.
 - Proof of the Certificate of Clearance being granted is posted on the CCTC web site at: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> Please print out the page that lists the document number and issuance date.
- 2) A copy of an original Emergency 30-day Teaching Permit issued by the California Commission on Teacher Credentialing, which must be **valid throughout the program and at the time you apply for your credential**.
 - This clearance is valid for one year from the date of issuance and must be renewed annually.

California Commission on Teacher Credentialing (CCTC)

Sacramento, CA

(888) 921-2682

<http://www.ctc.ca.gov>

6. **Documentation for Student Teaching Assignment:** This is a listing of all courses you have taken in college in the subject area that you wish to teach along with a narrative about why you want to be a teacher. This will be shared with and reviewed by professionals at the school site where you will be placed for your student teaching.

- Each applicant must submit **FOUR** copies of “Documentation for Student Teaching Assignment”.
- Each packet must be typed and include one cover application sheet, a listing of courses in your teaching subject only, and a personal narrative.
- You may use the format provided in the program application or download the document from the School of Teacher Education Website (see page 1)
- The narrative portion should be double-spaced, typewritten, and no longer than two pages. Type your name in the upper right-hand corner of each page and staple the pages together. The following items should be addressed:
 - i. Your interest in and motivation for a teaching career in a multicultural setting.

- ii. Your personal background/experience in working with students in multicultural settings.
- iii. Other experiences personally considered important in the teacher preparation process.
- iv. Any abilities, knowledge, skills, or experiences that will enhance your effectiveness as a teacher (e.g., ability to speak a second language, play a musical instrument, use technologies, or experience working with individuals with disabilities or special needs)

7. **Letters of Recommendation:** Two letters of recommendation must be submitted from individuals who know you well (but are not related by blood or marriage) and who can comment directly on any of the following:

- Your qualifications for a teaching career
- Your experience in multicultural settings
- Your educational experiences
- Your employment experiences
- Your experiences as a volunteer
- Your experience teaching or supervising students or other groups of individuals
- Your potential for success as a teacher

The name, address, and phone number of the sender must be included on the letterhead stationery or typed on the letter. The signed letters may be hand carried and do not need to be confidential. A variety of types of references will receive a higher score. Letters from people who can speak to the candidate's employment, professional, or educational experiences are preferred and strongly encouraged.

8. **GPA petition:** Candidates who do not meet the 2.67 cumulative or 2.75 in last 60 semester/90 quarter units GPA standard may petition the School of Teacher Education and San Diego State University for special consideration as part of the program application.

- The petitions are contained in the application packet that can be downloaded from our web site.
- Petitions for special consideration for deficiency in grade point average should address factors that may have been contributory to academic performance, as well as skills or abilities in the field of education that may mitigate previous poor academic performance.
- Additional letters of recommendation or professors' statements relative to academic performance in current classes may be attached.
- Submitting the petition in no way guarantees admission to our program or San Diego State University.

9. **Tuberculin Clearance:** Verification of a negative TB test (verification of no presence or active case of TB through PPD or Mantoux test), must be valid and on file throughout the credential program.

- TB tests are valid for four years and can be taken at the SDSU Health Services (for students currently enrolled at SDSU) or through any public health clinic, HMO, or private physician.
- If you receive a positive skin test, then you will need to provide proof that your TB is not active by a doctor's note or x-ray results.

SUBMITTING YOUR DEPARTMENTAL APPLICATION

The Single Subject Teacher Preparation Program application must be submitted to the School of Teacher Education Office during the official filing period. The applications are available on the website (see page 1). There is a \$25.00 application processing fee for submitting this application.

A complete program application must include the following items. Please organize your materials in the order listed below. **Do not submit your materials in a notebook, binder, or portfolio.** Submit copies of all test scores and keep the originals for your records. Incomplete applications will not be accepted, with the exception of pending test scores, letters of recommendations (if being sent directly to our office), and transcripts.

Application Components (in order):

- 1. Single Subject Credential program departmental application** (please staple all pages together)
- 2. Proof of Negative TB test** (please submit a copy)
- 3. Confirmation of Certificate of Clearance or Emergency Teaching Permit**
- 4. CBEST scores** (please submit a copy)
- 5. CSET scores or Advisors Recommendation form (waiver)** (please submit a copy)
- 6. Transcripts, from all institutions attended** (unless submitted to SDSU directly)
- 7. GPA petition** (if necessary)
- 8. Documentation for Student Teaching Assignment**
- 9. Two Letters of Recommendation**
- 10. Early Field Experience Guide**
- 11. Proof of enrollment in prerequisite courses (if needed):** Prerequisite courses (ED 451, HHS 280 or TE 296, and SPED 450) cannot be taken concurrently with the program, but may be in progress at the time of application or taken in the summer prior to the fall program. Proof of enrollment in these courses at SDSU or course equivalents at other institutions is required to be considered for admission. Please note that these courses must have been taken in the last 7 years and be a grade of "Credit, C or better".
- 12. Proof of completion of U.S. Constitution requirement** (if you have met this requirement prior to application).
- 13. Copy of adult/child/infant CPR card (both sides)** (if you have met this requirement prior to application).
- 14. Application processing fee:** This application fee of \$25.00 may be paid in person at the SDSU University Cashiers Office or may be submitted to the School of Teacher Education as a cashier's check/money order payable to SDSU. Personal checks and cash will not be accepted by the School of Teacher Education office.
- 15. Block Preference Form:** A completed Block Preference form in which you have ranked your preferences for your block assignment must be submitted with your application. Block offerings vary each semester. Please refer to the School of Teacher Education Single Subject Application Packet. Only fill in the box for the term for which you are applying.
- 16. Confirmation page from submitting SDSU graduate application**

ADDITIONAL CREDENTIAL REQUIREMENTS

While not admission requirements, the following must be satisfied prior to obtaining a California Single Subject Preliminary Teaching Credential. Candidates who have not satisfied these requirements must take the appropriate coursework or examination before completing the teacher preparation program.

1. **Passing the California Teaching Performance Assessment (PACT):** This is a performance exercise that you will be working on throughout our program. You will be required to receive a passing score on this assessment to be eligible for a California credential.
2. **Completion of a Bachelor’s Degree Program**
3. **U.S. Constitution:** All credential candidates are required to verify completion of a collegiate-level course or examination covering the principles and provisions of the United States Constitution. If you are a California State University (CSU) graduate, you have automatically met this requirement. Typically this requirement is satisfied by a general education course covering the colonial period of American history (through 1820) or a course covering American government and politics. A grade of credit, “C” or better must be earned. The U.S. Constitution requirement for credentialing purposes may be different from the graduation requirement for the bachelor’s degree. The following courses and examinations will meet this U.S. Constitution requirement.

| School | Approved U.S. Constitution Courses |
|---|--|
| SDSU | AFRAS 170A, HIST 109, HIST 115, HIST 409, HIST 413, CCS 120A, CCS 141A, POLS 102, POLS 305, POLS 320, WMNST 341A |
| Grossmont/Cuyumaca | HIST 108, HIST 114, HIST 118, HIST 180, POLSCI 121 |
| San Diego Community Colleges (City, Mesa, Miramar) | BLAS 140A, CHIC 141A, HIST 109, HIST 115A, POLI 102, POLI 103 |
| Southwestern College | AFRO 110, HIST 100, HIST 110, HIST 121, MAS 141, PS 102 |

U.S. Constitution Examination is offered at:

San Diego County Office of Education
 6401 Linda Vista Road, San Diego, CA 92111
<http://www.sdcoe.net/rop/pdf/constexam.pdf>
 (858) 292-3825

4. **CPR Training:** Before completion of the credential program, all candidates must have proof on file of current training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills. Training must meet the standards of the American Heart Association (AHA) or the American Red Cross (ARC). Candidates must submit a photocopy of their CPR card (both sides) issued by the training agency. Please contact the following organizations for information on CPR training:
 - American Heart Association - “Heartsaver CPR Training”
(877) 242-4277 or (877) AHA-4CPR www.americanheart.org
 - American Red Cross - “Community CPR Training”
(619) 542-7400 www.sdarc.org
 - A-B-CPR & First Aid Training - “Infant, Child, and Adult CPR Training”
(619) 281-3304 www.abcpr.biz
 - CPR Today (on-line course) www.cprtoday.com

ADDITIONAL SDSU INFORMATION

This brochure cannot be considered the official publication for San Diego State University. It is your responsibility to read and review SDSU's *Bulletin of the Graduate Division* for details on university policies, requirements, course descriptions, and listing of fees.

Other important contact information for students

| | LOCATION / PHONE | WEBSITE |
|---|--|--|
| Bulletin of the Graduate Division | Aztec Shops Bookstore (619) 594-7535 | http://coursecat.sdsu.edu/bulletin/ |
| Campus Map & Directions | -- | www.sdsu.edu/campusinfo/directions.html |
| Class Schedules | - | www.sdsu.edu/schedule.html |
| College of Education, Office of Student Services (CSET test prep, scholarships) | Education & Business Admin, Rm 259 (619) 594-5964 | http://edweb.sdsu.edu/ceac |
| Credential Processing Center | Education & Business Admin, Rm 259 (619) 594-5964 | http://edweb.sdsu.edu/ceac/credential.htm |
| Extended Studies (Test Prep classes) | Gateway Center (619) 594-5152 | http://www.ces.sdsu.edu/testprep.html |
| Financial Aid Scholarships & Grants | Student Services West, Room 3605 (619) 594-6323 Education & Business Admin, Rm 259 (619) 594-6320 | http://starter.sdsu.edu/fao/ http://edweb.sdsu.edu/ceac/ |
| Graduate Admissions | Prospective Student Center (619) 594-6336 | http://arweb.sdsu.edu/es/admissions/graduate/ |
| Office of the Registrar | Student Services West, Room 1641 (619) 594-6871 | http://arweb.sdsu.edu/sic/ |
| Open University – College of Extended Studies | Gateway Center (619) 594-5152 | www.ces.sdsu.edu/open.html |
| Parking Information | DPS Building (619) 594-6671 | www.dps.sdsu.edu/parkinginfo.htm |
| Student Health Services | Health Services Building (619) 594-4325 | http://shs.sdsu.edu/ |
| University Cashiers | Student Services West, Room 2620 (619) 594-5253 | http://bfa.sdsu.edu/fm/co/sfs/ |

SDSU CAMPUS MAP

